



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
OFFICE OF THE STATE BUDGET
LANSING

ROBERT L. EMERSON
DIRECTOR

October 1, 2007

MEMORANDUM

TO: Chief Financial Officers
All State Departments and Agencies

FROM:  Michael J. Moody, Director
Office of Financial Management

SUBJECT: FY 2007 Year-End Disposition

The purpose of this memorandum is to provide information about the year-end disposition process. As noted in the Year-End Closing Schedule, agencies are required to submit a signed copy of the year-end disposition checklist (contained in the Financial Management Guide Part II, Chapter 27, Section 200) to OFM by November 21, 2007.

The primary purpose of the year-end disposition checklist is for your agency to indicate agreement with the final status of your appropriation accounts, disposition of budgetary balances, and accounting activity and balances. Please note that it is critical that all issues be resolved prior to November 20, which is the last day agencies can process fiscal year 2007 transactions. This is essential for us to meet the year-end closing timeframe and deliver the Comprehensive Annual Financial Report (CAFR) to the printer as scheduled on December 21, 2007.

As in prior years, some agencies will also be required to submit additional signed documents indicating agreement with balances and activity to be reported in the CAFR. Your OFM liaison will contact you prior to the November 21 due date concerning the requirements for these fund statement signoffs.

As noted in the Year-End Closing Schedule, agencies are also required to submit the GASB 34 reporting package (contained in the Financial Management Guide Part II, Chapter 26, Section 200) to OFM by November 21, 2007.

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Access to process old year (FY 2007) transactions is controlled by the “prior year post indicator” on the 96A profile for each user. After November 20, old year access will be removed by changing the prior year post indicator to “n” for all agency users. If you wish to have your agency’s prior year post capability removed at an earlier date for the purpose of limiting old year access, submit a request to your OFM liaison as soon as possible. Please include information on user IDs and user classes that should retain prior year posting capability.

If you or your staff have any questions concerning this letter, please contact Ms. Lisa Fath, Accounting Section Manager, at (517) 335-1617, or your agency liaison accountant. Thank you.

MJM:LF:pb

cc: N. Duncan

N. Miros

M. MacDowell

S. Strong

R. Mealy

L. Mester

D. Ringler

Administrative Officers

Chief Accountants

Internal Auditors